

**HANOVER TOWNSHIP  
MAJOR SUBDIVISION APPLICATION**

Planning Commission meetings are held the 1<sup>st</sup> Tuesday of each month. All applications must be submitted to the Code Enforcement Office by **12pm not less than 18 days prior** to the date of the scheduled meeting.

1. APPLICANT(S)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL ADDRESS: \_\_\_\_\_

ATTACH ADDITIONAL SHEET IF NECESSARY

2. OWNER(S) OF RECORD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL ADDRESS: \_\_\_\_\_

ATTACH ADDITIONAL SHEET IF NECESSARY

3. REGISTERED SURVEYOR/ENGINEER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

4. LOCATION/ADDRESS OF PROPERTY TO BE SUBDIVIDED:

\_\_\_\_\_

\_\_\_\_\_

5. LUZERNE COUNTY TAX MAP DESCRIPTION:

VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_ LOT NUMBER \_\_\_\_\_

ATTACH A COPY OF THE CURRENT DEED OF RECORD FOR THE SUBJECT PROPERTY.

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET AND ACREAGE) OF LOT PRIOR TO SUBDIVISION:**

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7. **LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FEET AND ACREAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION APPROVAL; ALL LOTS LESS THAN 1 ACRE IN SIZE MAY EXPRESSED ONLY IN SQUARE FEET:**

LOT #1 \_\_\_\_\_

LOT #2 \_\_\_\_\_

LOT #3 \_\_\_\_\_

LOT #4 \_\_\_\_\_

LOT #5 \_\_\_\_\_

LOT #6 \_\_\_\_\_

LOT #7 \_\_\_\_\_

LOT #8 \_\_\_\_\_

ATTACH ADDITIONAL SHEETS AS NECESSARY

**ATTACH COPIES OF PROPOSED DEED DESCRIPTIONS OF ALL LOTS TO BE CREATED.**

8. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

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9. **HAS THE ZONING OFFICER REVIEWED THE PROPOSED SUBDIVISION?**

YES       NO

**BASED UPON THE ZONING OFFICER'S REVIEW, WILL ANY VARIANCES BE REQUIRED UNDER THE ASHLEY TOWNSHIP ZONING ORDINANCE?**

YES  NO

**IF YES, SPECIFY THE REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER.**

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10. **SEWAGE DISPOSAL:**

**SUBMISSION OF APPROPRIATE DEP SEWAGE PLANNING MODULE IS REQUIRED IN ACCORDANCE WITH THE GOVERNING REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.**

11. **ATTACH A NARRATIVE REPORT, WITH SUFFICIENT DETAIL, ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE AND DISPOSITION OF SUBDIVIDED PROPERTY.**

12. **ARE ANY MODIFICATIONS FROM THE HANOVER TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES  NO

**IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.**

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**ATTACH ADDITIONAL SHEETS AS NECESSARY**

**STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATION(S).**

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**ATTACH ADDITIONAL SHEETS IF NECESSARY**

13. **PROVIDE ONE ORIGINAL AND FOUR COMPLETED COPIES OF THE MAJOR LAND DEVELOPMENT APPLICATION WITH APPLICABLE TOWNSHIP FEES. PROVIDE ONE ORIGINAL AND FOUR (4) PREFOLDED COPIES AND ONE ELECTRONIC COPY IN A PDF FILE FORMAT UPON A USB FLASH DRIVE OF THE PLANS AND ALL SUPPORTING DATA.**
  
14. **PROVIDE AS APPLICABLE FIVE (5) COPIES AND ONE ELECTRONIC COPY IN A PDF FILE FORMAT UPON A USB FLASH DRIVE OF THE FOLLOWING:**
  - A. **CERTIFICATION OF OWNERSHIP (CURRENT DEED).**
  - B. **EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.**
  - C. **ENGINEERING PROFILES, TYPICAL CROSS-SECTIONS AND SPECIFICATIONS OF ALL PROPOSED IMPROVEMENTS.**
  - D. **COMPLETED DEP SEWAGE PLANNING MODULE.**
  - E. **ITEMIZED ESTIMATED COST OF ALL REQUIRED AND/OR PROPOSED IMPROVEMENTS.**
  - F. **ANY OFFERS OF DEDICATION FOR STREETS OR OTHER REQUIRED PUBLIC IMPROVEMENTS.**
  - G. **THE COMPLETED COPY OF THE APPLICABLE HIGHWAY OCCUPANCY PERMIT.**
  - H. **A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE LOTS WITHIN THE SUBDIVISION AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED SUBDIVISION, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.**
  - I. **IF APPLICABLE, ANY OFFERS OF DEDICATION OF PROPOSED IMPROVEMENTS, SIGNED BY THE OWNER OF THE PROPERTY AND PROPERLY NOTARIZED.**

**I, \_\_\_\_\_ HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO PAY FOR ALL CONSULTING FEES INCURRED BY HANOVER TOWNSHIP FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HANOVER TOWNSHIP. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE**

**INVOICE. I FURTHER CERTIFY AND AGREE TO PROVIDE THE TOWNSHIP WITH "AS BUILT" DRAWINGS OF ALL IMPROVEMENTS PRIOR TO FINAL APPROVAL OF THE SUBDIVISION PLANS.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT/DEVELOPER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER  
(OWNER OF RECORD AS PROVIDED BY DEED)

\_\_\_\_\_  
DATE

**THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.**

**TO BE COMPLETED BY HANOVER TOWNSHIP**

- A. TOWNSHIP APPLICATION FEE AND DATE RECEIVED:  
\_\_\_\_\_
- B. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LUZERNE COUNTY PLANNING COMMISSION. \_\_\_\_\_
- C. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE HANOVER TOWNSHIP PLANNING COMMISSION:  
\_\_\_\_\_
- D. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO HANOVER TOWNSHIP AND COMMENTS OF THE LUZERNE COUNTY PLANNING COMMISSION.
- E. ATTACH AND/OR INDICATE THE RECOMMENDATION OF THE HANOVER TOWNSHIP PLANNING COMMISSION.  
\_\_\_\_\_
- F. DECISION RENDERED AND DATE OF DECISION BY THE HANOVER BOARD OF SUPERVISORS  
\_\_\_\_\_
- G. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: \_\_\_\_\_